

. . . . .

Class Specifications  
for the Class:

PARK CARETAKER III

Duties Summary:

Operates and maintains a State park and its facilities; and performs other related duties as assigned.

Distinguishing Characteristics:

This class involves ongoing responsibility for the operation and maintenance of a State park, which includes lodging facilities, as resident caretaker. It includes the general maintenance and repair of grounds, buildings, utilities and equipment; providing historical and botanical information to visitors and enforcing park rules; and handling the letting of cabins and barracks.

Examples of Duties:

Cleans and maintains cabins, barracks, comfort stations, shelters and similar structures; performs preventive maintenance and repairs on buildings and facilities, fencing, a water tank and pipelines, picnic tables and benches, etc.; develops and maintains lawns and other landscaped areas; operates and performs operational maintenance and minor repair on a light motored vehicle and light equipment such as power mowers and saws; keeps trails and roads clear; issues use permits and assigns use areas; patrols areas to enforce rules and regulations; reports emergencies, gives information to the public on historical background of the site and identifies plants, trees, etc.; receives reservations for lodgings, assigns quarters and receives deposits; checks lodgers in and explains rules and use of facilities; supplies lodgings with linen, table and cookingware, etc.; computes and collects rentals; records and deposits monies; inspects cabins and checks occupants out; checks inventory of cabins and reports losses; may supervise other personnel in general maintenance, repair and other park work; maintains data on park usage and prepares operational reports.

Knowledge and Abilities Required:

Knowledge of: Methods and materials used in building and grounds maintenance and repair work; use and operational maintenance and minor repair of tools and light powered equipment used in building and grounds maintenance and repair work; the identity, care and cultivation of trees and shrubs; simple recordkeeping.

Ability to: Perform a variety of building and grounds maintenance and repair work; understand oral and written instructions; deal courteously and effectively with the general public, including the enforcement of regulations; operate a light motorized vehicle and light powered equipment; collect and account for rental payments and deposits; make simple oral and written reports.

- - - - -

This is an amendment to the class specification for the class PARK CARETAKER III approved on November 12, 1968.

DATE APPROVED: 3/8/83

\_\_\_\_\_  
DONALD BOTELHO  
Director of Personnel Services